

TOWN OF KINDERHOOK
ZONING BOARD
P.O. BOX P
NIVERVILLE, NEW YORK 12130
518-784-2233
FAX: 518-784-2203

Dear Applicant or Representative of Applicant:

This packet of information is to assist you in completing your application for appeal to the Kinderhook Zoning Board of Appeals. The Town of Kinderhook Board of Appeals meets on the first Thursday of the month at 7:00 pm at the Kinderhook Town Hall.

Before the appeal can be presented to the Zoning Board of Appeals, it must contain the following:

1. Completed application form.
2. Detailed plot plan, drawn to scale, showing (where applicable):
 - a. all buildings on property
 - b. boundary lines
 - c. abutting property owners
 - d. well (existing and/or proposed)
 - e. septic system (existing and/or proposed)
 - f. right-of-ways/driveways
 - g. utility lines
 - h. height requirements – not to exceed 35 feet
 - i. curb cuts – as approved by appropriate Highway official
 - j. floor plan
 - k. photographs
3. Department of Health approved site with specifications
4. Deed (copy)
5. Environmental Assessment Form (attached)
6. Prior Planning Board Recommendation
7. Time Frame:
 - a. Application reviewed First Thursday
 - b. Application accepted, if complete at the next regular Zoning Board of Appeals meeting
 - c. Public Hearing- usually at the next regular ZBA meeting (one month later)
 - d. Approval or Disapproval notification within 62 days.

You or a representative who is able to answer questions for you, must accompany the application to review night and to the Zoning Board of Appeals meeting.

It is the responsibility of the applicant to be compliant with the above, to see that their application moves along through the process.